

### **Administrative**

- Carry out duties prescribed by the Legislature, Board of Public Education and the State Superintendent of Public Instruction.
- As a county government official and county school officer, provide general supervision of public schools in the county.
- Assist trustees with school supervision.
- Advise and direct teachers on instruction, pupil discipline and other duties of the teacher.
- Visit schools at the request of the trustees.
- Consult with the trustees on all school matters that may be found during the observation of the school or may otherwise come to their attention.
- Provide for supervision to any school with an enrollment of fewer than 150 students and not under the supervision of a district superintendent or principal.
- Administer oaths of office to trustees.
- Provide other services to districts that fall within the scope of state statutes.
- Promote educational growth and improvement.

### **Legal**

- Hear and decide all matters of controversy arising as a result of decisions of the trustees of a district in the county.

### **Finance**

- As Chief County School Financial Officer calculate budgets and levies for the following:
  - General fund
  - Transportation fund
  - Retirement fund
  - Tuition fund
  - Bus Depreciation
  - Adult Education
  - Debt Service
  - Building Reserve
- Certify district ANB
- Compile annual financial report
- Distribute County Equalization revenues

### **Other Duties**

- Chairman of the County Transportation Committee
- Member of High School Boundary Commission of the County
- Attendance officer for a district under prescribed conditions

### **Recordkeeping**

<b>Record all Official Acts</b>	<b>Record &amp; Preserve Records</b>	<b>Register</b>
School district organization School district alteration School district abandonment Establishment of nominating districts Distribution of federal and state revenue Distribution of private revenue Teacher supervision and evaluation School controversies/hearings County Transportation Committee acts	Attendance agreements Transportation contracts Student enrollment/attendance records Fall reports Election data (trustee, mill levy, bond) Student records Preliminary/final budgets Trustee annual reports School district audits Personnel records Home school registrations	Register all professional certificates Bus driver certificates Bus inspections certificates Clerk appointments Trustee's certificate of election Trustee's oath of office